



The City of Derby Senior Services

Code of Meeting Procedures

March 4, 2011

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THE CITY OF DERBY SENIOR SERVICES
611 Mulberry Road, Suite 100, Derby, Kansas 67037-3533

NAME

The name of the organization is the City of Derby Senior Services Advisory Board, hereafter referred to as the “The Board”.

MISSION STATEMENT

The mission of the City of Derby Senior Service Advisory Board shall be to comment on and make recommendations to the City Council with respect to the social, health, educational, nutritional, physical, recreational and intellectual well being of the Senior Citizens of the City of Derby.

OBJECTIVES

1. Maintain an attractive facility for seniors.
2. Maintain a newsletter for the purpose of informing seniors of the activities at the center.
3. Increase group activities and fellowship at the center.

GOALS

1. Maintain current facility and plan for additional facility in the future.
2. Improve community involvement through newsletters, newspapers, cable access channel and by providing public information for citizens detailing the activities.
3. Implement new activities and programs.
4. Maintain an accurate record of attendance at the center.

ETHICS

Conflict of Interest

If a Senior Service Advisory Board member has a conflict of interest on a matter before the Board, that person should publicly announce the conflict and excuse himself/herself from the Board meeting until the matter has been addressed by the remaining Board members.

If there is a question of real or perceived conflict of interest, the affected Board member should contact the Senior Services Administrator for an interpretation of the situation prior to the meeting.

Keeping Out of Trouble

The following are some common areas where you can get in trouble by violating state statute or City code:

- Violating the Kansas Open Meeting Act (KOMA). This can be done by three or more Board members meeting in person or in an internet chat room.

- Conducting a “serial meeting” via email chain.
- Not disclosing a conflict of interest during an Advisory Board meeting or not abstaining from voting on something with which you have a conflict of interest.
- Not disclosing *ex parte* conversations with parties to an action before the Board meeting.
- Using your office for personal gain or profit.

MEETINGS & PROCEDURES

1. The fiscal year shall be January 1 through December 31.
2. The Board shall meet as often as deemed necessary by the Chair. Pursuant to the Kansas Open Meetings Act (KOMA), all meetings except for executive sessions are open to the public. Agendas and minutes are posted on the City’s web site www.derbyweb.com.
3. The Senior Services Administrator shall assign a Senior Services employee to record the minutes of the Board meeting. The minutes shall be approved by the Board and signed by the Chair and posted to www.derbyweb.com and in the center.
4. Robert’s Rules of Order, parliamentary procedures, shall govern.

Special Meetings

Special meetings will be held only for a specific purpose. Special meetings may be called by the Administrator or Board Chair. Special meetings may also be called by a motion, second, and majority vote of the Board during a regular meeting. The date, time, and purpose of the special meeting must be specified. Public notification of the date, time, and purpose of special meetings is given in the same manner as it is done for regular meetings pursuant to the KOMA by posting on the City’s website www.derbyweb.com.

Workshops

A workshop is an informal meeting of the Board. No agenda is required and no binding action may be taken. The Board Chair hosts the workshop or the Board Vice Chair in the Chair’s absence.

Quorum

A quorum is required for the Board to take binding action. In determining the presence of a quorum the president is counted and will vote in order to provide a quorum. A quorum for the Senior Services Advisory Board will be four members.

Public Forum

Public comment is allowed during the meeting. The person desiring to comment shall provide his or her name and address for inclusion in the minutes of the meeting. No individual or group presentation during the Public Forum shall exceed five (5) minutes in length. If additional presentation time is required by the individual or group addressing the Board, additional time up to three (3) minutes may be granted only by motion, second and majority vote of the Board.

Form of Voting

All votes shall be by either a voice vote or, in the alternative, the Chair may request that a vote by a “show of hands” or by a roll call vote performed by the clerk.

Duty to Vote

Members of the Board have a duty to vote, but may abstain because of a conflict of interest or other conflict that appears to make voting on an issue improper. Any member who abstains must state, for the purpose of its inclusion in the minutes, the reason for the abstention. For all purposes other than adoption of an ordinance an abstention counts as a vote for the prevailing side.

Agenda

The agenda is usually available on Monday afternoon for the meeting on the following Wednesday but may on occasion be delayed due to unforeseen events. Agenda’s will be placed in the Board members mailbox located at the Senior Center, posted on the bulletin board at the Senior Center, and posted on the City’s website www.derbyweb.com.

Setting Agenda

The Administrator is charged with setting the agenda.

Agenda Items

Any Board member may request that an item be placed on the agenda. Members of the public may not place an item on the agenda, but may have a Board member sponsor an item.

Changes to Agenda

Items may be added to or removed from the agenda at the beginning of a regular meeting by motion approved by a majority of those Board members present and voting. No items may be added to the agenda of a special meeting. The Board will vote only on items contained in the agenda as printed, and may vote on items deemed to be emergencies and otherwise express the will of the Board through informal and non-binding action.

MOTIONS

Notice to Speak

Board members should notify the Chair of the desire to speak by a raised hand to be recognized by the President.

Second

All motions require a second before being considered by the Board.

Motion to Amend

A motion to amend is in order when the proposal is to change, add, or delete words from the main substantive motion. If the motion is to amend a document before voting on its adoption, it is advisable to reduce to change to writing, but it is not required if all members of the Board understand the amendment. A vote on an amendment is not a final vote on the underlying substantive motion. To pass the underlying substantive motion requires a vote.

Motion to Refer or Table

If the Board member deems it appropriate, it may refer an ordinance, resolution, contract or other matter back to staff or to a committee, board or other appropriate body for further review and

consideration or to table the matter. Such motion may or may not contain a time certain for the item to be returned to the Board. A motion to refer or table is not debatable.

OFFICERS

The Board shall consist of seven (7) members, all of whom must reside within the City of Derby.

The Board officers shall be Chairman, Vice Chairman, Corresponding Secretary-Historian and Treasurer. The board shall elect officers annually in May. Duties may be delegated with approval of the Board.

Duties of Officers:

- A. The Chairman shall preside at meetings, appoint committees as needed, call special meetings and perform other functions pertinent to the office. No action shall be taken without approval of the Board.
- B. The Vice Chairman shall perform the duties of the Chairman in his/her absence.
- C. The Corresponding Secretary-Historian shall receive and reply to correspondence directed to the Board and maintain news articles from newspapers, or any source pertaining to the Senior Center, or patrons thereof.
- D. The Treasurer shall receive and record all monies, deposit same to the Senior Services Advisory Board account at a designated bank, sign checks, keep account expenses and submit all records for annual audit and/or when requested by the Board. Three (3) authorized signatures are to be on file with the bank and the Senior Services Administrator. These signatures are of the Chairman, Vice Chairman and the Treasurer. At least two (2) signatures are required to deposit or cash a check. The Treasurer is responsible for procuring Senior Center supplies as needed for the game room and Birthday/Anniversary luncheon.

The Mayor of Derby shall appoint members to the Board with the consent of the City Council for a (4) year term.

Lack of professionalism or three (3) unexcused absences are grounds for removal.

DUTIES OF THE BOARD

- 1. The Board shall adopt Rules of Conduct for the City of Derby Senior Center.
- 2. The Board will consider suggestions and recommendations for expenditures of receipts from the fund raisers sponsored solely by the Board and shall make final decision as to how they are spent. Memorials and monetary gifts are excluded.



The City of Derby Senior Center

Rules of Conduct

March 4, 2011

SENIOR CENTER RULES OF CONDUCT

- Eligibility includes all the City of Derby seniors, 55 years of age and older including the spouse regardless of age.
- The privileges and responsibilities of patrons are to use and participate in all functions of the Senior Center, abiding by the established rules.
- There shall be no arbitrary exclusion on the basis of race, sex, religion, disability or national origin; however the Senior Center is not an adult day care facility.
- Senior Center hours will generally be 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding city-designated holidays. Closing due to weather or program cancellations shall be based on the judgment of the City Manager.
- When an accident, injury or robbery occurs, report it to staff immediately. A written report must be filed within 24 hours to the Administrator.
- It shall be the Administrator's responsibility to schedule all events and/or programs at the Senior Center.
- Items for public display (i.e. brochures, flyers, and other materials) will be approved by the Administrator. Generally, request for political materials or presentations will be denied.
- City of Derby staff will not be responsible for personal items brought to the Center.
- Smoking, alcohol or illegal drugs will NOT be allowed in the Senior Center.
- Any person violating the established rules of conduct or constituting a public nuisance will be asked to leave the Senior Center.
- Misuse of the facility or failure to conform to the rules of conduct will be reason for refusal for future use of the facility.
- Individuals or organizations shall comply with applicable City, County, State and Federal laws, rules and regulations.
- The City of Derby is not responsible for accidents, injury, illness or loss of group or individual property either in the building or on the building grounds.
- No abusive, threatening or obscene language or actions will be tolerated.
- No physical or verbal abuse of City staff and/or patrons.
- Fire arms or weapons of any kind (including concealed) will not be allowed in and on the premises.
- Organizations or individuals may not use the Center as a mailing address, telephone number, or for storage.
- The telephone is a business phone, local calls only, limited to three minutes. Any other calls must be approved by the Administrator
- It is the policy of the City of Derby not to permit the use of the Senior Center for fund raising events by outside organizations.
- Non-monetary donations to the Senior Center will be reviewed by the Administrator prior to acceptance

- Animals are not permitted inside the building, except for service animals and during Senior Services sponsored events.
- The City of Derby does not rent out the facility to patrons and/or organizations unless authorized by the Administrator.
- All routine building maintenance will be handled by the City of Derby personnel.
- Maintenance of the facility will be the responsibility of the City of Derby personnel.
- Patrons of the Derby Senior Center are required to wear appropriate attire and have clean personal hygiene.
- If patrons are exposed to bodily fluid, such as blood, saliva, vomit, etc., notify Senior Services staff immediately. Then, clean the area using one of the cleaning kits available at the front desk, multipurpose room, fitness room and game room. Dispose of all contaminated materials in one of the bio-hazard trash cans.
- Individuals who continuously abuse the rules could be suspended from the Center, up to three months, at the discretion of the Administrator.

SENIOR SERVICES Advisory Board Acknowledgment Statement

This Senior Services Code of Meeting Procedure has been prepared for your information and understanding of the organizational structure of the Derby Senior Services. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign this statement and return to the Administrator of the Senior Services.

I, _____, have received and read a copy of the Senior Services Code of Meeting Procedure which outlines the purpose, registration requirements, Board structure, duties and Senior Services Rules and Regulations. I acknowledge that I am responsible for reading this handbook, familiarize myself with its contents, and adhere to all of the policies set forth in this handbook.

Signature

Dee Williams,
Senior Services Administrator

Stephanie Knebel,
Assistant City Manager